

DAVIE COUNTY NORTH CAROLINA

Davie County Government
Human Resources 336.753.6001

Davie County Tax Administration Tax Specialist

Duties and Responsibilities: Performs a variety of intermediate technical duties with the Tax Administration Office. Must be able to work independently and exercise sound judgement to complete special assignments. Position requires strong organizational and communication skills. Tact and courtesy are essential. Duties include but not limited to assisting with field work, data entry, listing real and personal property for taxation, answering the phone, and working with the public to answer questions concerning property valuations and tax bills. Additional duties include collecting taxes, and provide administrative support as deemed necessary.

Work is performed under the supervision of the Tax Administrator, Revaluation Coordinator, and Collection Supervisor.

Minimum Qualifications: Graduation from high school and work experience in customer service and computer skills; or an equivalent combination of education and experience. Ability to communicate effectively orally and in writing.

Special Requirements: Must be able to perform the basic life operational skills of climbing, balancing, stooping, crouching, reaching, standing, walking, fingering, grasping, talking, hearing, and repetitive motions. - Must be able to perform light work, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects. - Must possess the visual acuity to prepare and analyze data and figures, to perform accounting tasks, to operate a computer, to visually inspect building sites and structures, and to use measurement devices.

Salary Grade: 60 (minimum of grade \$26,295)

Apply online at www.daviecountync.gov under Employment.

Davie County is an Equal Opportunity Employer



County Commissioners

Terry Renegar | Richard Poindexter | Dan Barrett | John Ferguson | Mark Jones

123 S. Main Street | Mocksville, NC 27028 | www.DavieCountyNC.gov  